



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SUPERVISING CRIME PREVENTION SPECIALIST

Class No. 005743

■ CLASSIFICATION PURPOSE

To supervise subordinate Crime Prevention Specialists; to coordinate crime prevention activities in a specific geographical area of San Diego County; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Supervising Crime Prevention Specialist is a non-sworn class, allocated to the Sheriff's Department, under the supervision of a Sheriff Lieutenant. This class is distinguished from the lower class, Crime Prevention Specialist, in that the latter instructs individuals and community groups regarding home, business security, personal protection, and related activities, whereas the Supervising Crime Prevention Specialist serves as a first-line supervisor, provides administrative and technical guidance, and coordinates crime prevention activities in a particular geographical area. These two classifications are distinguished from those of sworn personnel in that the latter perform a wide variety of law enforcement/peacekeeping functions including patrol, investigation, apprehension, and arrest.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Supervises and assigns the activities of Crime Prevention Specialists.
2. Collects and compiles statistical data regarding crime prevention and crime trends in a specific geographical area, including the preparation of detailed reports for training, targeting, and assignment purposes.
3. Develops in-service training programs for departmental/staff personnel regarding crime prevention techniques.
4. Develops promotional and marketing programs including newspaper advertisement, public service announcements, special presentations, articles for publication, and related projects as appropriate for the area.
5. Maintains and determines priorities for use of audio-visual equipment and supplies in the area.
6. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles of personnel management and organization, including techniques of effective supervising and training methodologies.
- Theory and techniques of crime prevention.
- Functions and operations of a law enforcement agency.
- Theory and principles of human behavior and public relations.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Supervise, train, and motivate a team of diverse technical crime prevention staff and related support personnel.
- Communicate effectively, both orally and in writing, to individuals and groups from a variety of cultural and socio-economical backgrounds, exercising appropriate tact and diplomacy.
- Deliver effective oral presentations to both small and large groups.

- Analyze situations and draw logical conclusions in the area of crime prevention, with particular emphasis on providing accurate information regarding appropriate/effective security measures and devices.
- Gather and analyze a variety of statistical data for report preparation.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: completion of at least nine (9) units of college level course work in the fields of criminal justice, english, journalism, speech arts, psychology, or sociology, AND at least four (4) years of technical experience in crime prevention.

**Note:** A bachelor's degree in any of the above fields is highly desirable.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds. Incumbents are expected to be able to carry a thirty-five (35) pound slide projector or to be able to arrange for its transport.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

##### Certification/Registration

None Required.

##### Working Conditions

Office environment; exposure to computer screens; work in different community facilities across the County; may be required to work weekends and evenings on an adjusted shift basis.

##### Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

##### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: July 26, 1991  
Reviewed: Spring 2004  
Revised: March 31, 2006**